MORENO VALLEY CAMPUS, RIVERSIDE COMMUNITY COLLEGE
ACADEMIC PLANNING COUNCIL
Operational Guidelines

1. The Moreno Valley Campus Academic Planning Council (APC) is comprised of a representative from the Academic Senate, the chairs and assistant chairs of the instructional departments on the Moreno Valley Campus, and the administrators who provide support to the instructional departments. The MVC APC meets at least once a month during the fall and spring semesters.

2. The APC is a Standing Committee of the Moreno Valley Campus Academic Senate (approved at 12/1/08 meeting). It is appropriate that the APC be a Senate Standing Committee as Title 5, Section 53200 of the California Education Code states that the primary function of the Academic Senate is to make recommendations to the college administration and governing board with respect to academic and professional matters. This includes policy development and implementation matters relating to:
   1. Curriculum including establishing prerequisites and placing courses within disciplines.
   2. Degree and certificate requirements
   3. Grading Policies
   4. Educational program development
   5. Standards or policies regarding student preparation and success
   6. District and college governance structures, as related to faculty roles
   7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
   8. Policies for faculty professional development activities
   9. Processes for program review
   10. Processes for institutional planning and budget development
   11. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate.

3. In particular, the APC focuses on campus discussion and coordination regarding items 4, 5, 6, 7, 8, 9, 10, and 11 as listed above. Examples of topics that would be addressed by the MVC APC include:
   a. Developing a prioritized list of requested faculty positions each year and forwards that list to the administration for consideration.
   b. Reviewing the Annual Instructional Program Review Updates (APRUs) and
      1. providing feedback to the departments/disciplines.
      2. making recommendations to the VPES and VPBS regarding requests in the APRUs.
   c. Managing strategic enrollment management, including
      1. scheduling of classes.
2. ensuring that the campus mission is being addressed through the instructional programs offered.
3. making recommendations for guidelines regarding course and enrollment management.

4. The voting members of the APC are the chairs, or their designees, of each MVC instructional department and APC Chair.
   a. The voting members shall develop operational policies to facilitate the effectiveness of the APC.
   b. The non-voting members are the department assistant chairs and the instructional administrators.

5. The Chair of the APC shall:
   a. be appointed by the Academic Senate from among the academic senators.
   b. preside over the meetings.
   c. represent the campus at planning meetings for the District Academic Planning Council or designate another member of the APC to do so.
   d. provide a written or verbal report monthly to the MVC Academic Senate and to the Moreno Valley Campus Strategic Planning Committee (MVSPC).

6. An instructional administrator shall be designated to be the resource support person for the APC and will be responsible for distributing the agenda prior to meetings and recording the minutes of each meeting.
   a. The agenda should be developed in consultation with the APC Chair.
   b. The agenda and minutes should be distributed to all members of the MVC APC, MVC Administrators, the President of the MVC Academic Senate, and the Faculty Co-Chair of the MVC Strategic Planning Committee.